

POLICIES AND PROCEDURES

of the

**NORTHWEST FEDERAL EMPLOYEES'
ASSOCIATION**

**as revised
July 26, 1995**

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INTRODUCTION

The Policies and Procedures have been prepared in accordance with Article XIV of the Bylaws and shall govern the activities of all Program Chairpersons, Standing Committee Chairpersons, and Committee representatives. Changes in these rules may be proposed by any of the program chairpersons and representatives, officers, and Governors by submitting any recommended changes in writing to all Governing Body members at least two weeks prior to the next monthly meeting. A majority of the Governing Body is necessary for approval.

All Program chairpersons and Standing Committee Chairpersons shall be members of the Governing Body and entitled to vote. All such Chairpersons and representatives shall be appointed by the President in accordance with Article II, Section 3, of the Associates' Constitution. These chairpersons and representatives are listed in Article V of the Bylaws.

In the event any unavoidable circumstances should occur that would prevent a chairperson or representative from actively serving, he/she may be replaced by the President.

ITEM 1

OFFICER'S PLEDGE

Associates' Officers shall be sworn by a person designated by the Executive Board to conduct the following Oath of Office:

"Please raise your right hand and say '**I DO**' to indicate your acceptance of the following Pledge:

'Do you, having been duly elected to the office you are about to assume, hereby pledge that you will do your best to conduct the affairs of the Northwest Federal Employees' Association during the ensuing year in such a manner as to further its purposes and objectives in accordance with the Associates' Constitution and Bylaws?'

ITEM 2

MAJOR PROGRAMS

The Chair of each major program shall send a written annual report of the program's activities to the Associates' Historian.

1. CONCESSIONS AND SALES

The Concessions Program Chairperson administers all Associate concessions in the Federal Building and negotiates with business firms for the purpose of obtaining discount prices for merchandise purchased by the membership with a profit to the Associates' Treasury. Neither the Chairperson nor his/her assistant may realize a personal profit from this activity. Participation by non members in Associates' concessions and sales may be allowed.

An increased fee or handling charge may be assessed to participating non members. The increased fee or handling charge schedule will be developed by the Concessions and Sales Chairperson and submitted to the Executive Board at the beginning of the Associates' fiscal year. The Chairperson shall appoint sub chairpersons with the concurrence of the President for the various activities included under the Concession Program. Subcommittee membership includes, but is not limited to the following:

- a. Flower Bulbs
- b. Holiday Candy and Nuts
- c. Soap and Detergent
- d. Photography Services and Products
- e. Entertainment Books
- f. Emergency Awareness Kits

2. MEMBERS' SERVICES

Establishes a program for services to and education of all members. This program may include but need not be limited to educational movies, inoculations, and furnishing of leave record cards.

3. WATTS NEWS

The Editor shall be appointed by the President and will be responsible for the issuance of the Associates' paper, Watts News. The President may appoint a Co-editor or Associate Editor as needed. The Editor shall appoint a staff to assist in laying out and preparing the paper for publication. The Editor is responsible to review all articles submitted for publication and will adhere to the established policy.

The Watts News is operated under sponsorship of the Associates as members' paper and medium whereby information and news of general interest can be disseminated to all members. It is determined that the morale and welfare of the members and the interests of the various bureaus and agencies they represent will be best served by strict adherence of the editorial staff to the following policy:

- a. The Editor of Watts News shall have broad discretionary powers, to accept or reject articles or material submitted for publication.
- b. The Editor will publish items which he/she determines to be in the best interest and benefit of the Associates' members, including news from member reporters in the various Federal agencies, members' welfare, sports, activities, social happenings, general news of interest, and a classified section.
- c. The Editor may publish in the Watts News official agency announcements such as notices of holidays, job vacancy notices, and official fund-raising drives--as space is available.
- d. The Editor will not publish in the Watts News articles or other material that can be construed to be (1) political in nature, (2) critical of administration policy or procedures, or (3) critical of the public or of the activities of municipal, county, or state governments.
- e. The Editor will not accept for publication articles or material from the public, business entities, or outside sources, which are in the form of advertisements or announcements construed to be solicitations or endorsements or material construed to be critical or in conflict with the best interests of the members, the Federal agencies and the Federal Government.
- f. A summary of the minutes of each meeting of the Governing Body shall be published following each meeting.

4. PUBLICITY AND PUBLIC RELATIONS

The Chairperson of this Committee cooperates with the Chairpersons of all major program and standing committees, as well as those in charge of special events by serving in an advisory capacity and as a clearing house for advertising and publicity.

The Chairperson shall keep abreast of civic affairs which would be appropriate to promote member participation. The Chairperson may be responsible for Associates-related Portland Rose Festival activities.

5. PURCHASING

The Purchasing Program Chairperson may be responsible for securing purchasing contracts of advantage to the membership. The Purchasing Program includes the new and used automobiles informational activity. The Purchasing Program Chairperson

and the Associates as an organization shall not be responsible to purchasers beyond the limits set forth in the following statement of policy:

The Purchasing Program Committee shall review and act upon all applications to sell merchandise at savings to members of the Associates. However, no specific sponsorship, endorsement, or recommendations of any outlet is made or implied. Members shall investigate and choose, on their own judgment and responsibility, the propositions offered.

When possible, tickets for entertainment are secured at discount prices for the Associates either through contact with the ticket sources by the Group Events Chairperson or by the ticket sources contacting the Group Events Chairperson. The Group Events Chairperson should attempt to secure discount tickets for popular events coming to Portland metropolitan area.

6. SOCIAL ACTIVITIES

The Social Program Chairperson is responsible for the social events sponsored by the Associates. Social events may be sub sponsored by sporting or other groups sponsored by the Associates. A list of the activities supervised by the Social Chairperson may include the following:

- a. Installation of new Associates' officers usually held the last week in January.
- b. Summer picnic
- c. Children's December Holiday Party.

7. CARING AND SHARING

The Caring and Sharing Program Advisor shall oversee the dispensation of aid, comfort, and cheer to Associate members as circumstances may suggest, within budget limitations and in accordance with procedures set up herein. It shall be the responsibility of the Governors to advise the Caring and Sharing Chairperson(s) concerning members' needs. The Caring and Sharing Presentations Chairperson shall receive promptly a roster of all members of the Associates from the Membership Program Chairperson.

It shall be the responsibility of the Chairperson(s) to render Caring and Sharing aid to the Chapters in compliance with Standing Rule on Chapters, Item 5.

The Associates shall make available the following benefits to its members:

a. Direct Grants

Members may be granted money gifts in major cases of need of an emergency or catastrophic nature. It shall be the Caring and Sharing Program Chairperson's responsibility to investigate the need and present his/her findings to the Executive Committee for decision.

b. Medical Equipment

The Associates shall endeavor to have medical equipment such as wheel chairs and other helpful appliances available for members' use. This equipment is available to check-out on a first-come, first-served temporary basis. Eligibility is for members and those who reside in the same household and members parents. "Temporary basis" is defined as up to four weeks per checkout. After the four week checkout period has expired, the equipment must be returned to the Associates, for the use of other members who may have requested it. If, at this time, the equipment has not been reserved by another member, then it may be checked-out for another one month period.

For use of any electrically operated medical equipment the Associates own or may obtain in the future, a monthly operation and maintenance fee of \$30.00 a month or \$1.00 a day will be charged. This fee is to help recover costs of expendables such as batteries and maintenance fees. The one month check-out rule applies to electrically operated medical equipment as well. Upon check-out of equipment, full payment of \$30 will be payable to the Associates Treasurer. The fee will be due at the beginning of any additional check-out periods. For usage of less than a month, refunds will be provided at the \$1/day rate.

c. Presentations

- (1) Floral arrangement or consumable gift shall be sent to a member or his/her spouse who may be hospitalized for more than three days or who may be ill at home for a period of more than 2 weeks.
- (2) Floral arrangement or consumable gift shall be sent upon the birth or adoption of a child to a member.
- (3) Floral arrangement or memorial gift shall be sent upon the death of a member, his/her spouse, or children.
- (4) Cards may be sent at the discretion of the Chairperson.

- (5) Upon request of a member or his/her family, contributions to special funds may be made in lieu of 1, 2, or 3 above.
- (6) At the discretion of the Presentations Chair, proposed or requested presentations outside the scope of items 1, 2, and 3 for members that do not have a spouse or child, may be accepted or referred to the Executive Committee for final resolution.

8. BLOOD DONOR PROGRAM

The Associates sponsors a Blood Donor Program as a community service with the American Red Cross. The Program usually consists of four bloodmobiles each year (usually in March, June, September, and December in Portland) and four bloodmobiles in Vancouver during various months. During the other months in Portland, the American Red Cross provides transportation for blood donors twice each month to the American Red Cross Center of the Oregon Trail (Portland) Chapter. The Associates also encourage members to participate in special programs such as pheresis and the bone marrow registry.

ITEM 3

STANDING COMMITTEES

The Chair of each Standing Committee (and of Special Committees) shall send a written annual report of the Committee's activities to the Associates' Historian.

ITEM 4

REPRESENTATIVES

1. BUDGET AND MANAGEMENT

The Chairperson, following consultation with the various program chairpersons, shall be responsible for the preparation of a financial budget for the year's major programs. The financial budget shall be presented by the President to the Governing Body for action as early a date in the year as possible, preferably the February meeting which is the first regular meeting of the new Governing Body.

The Chair shall be responsible for requiring adequate financial reports from the various program chairpersons; and for planning the prompt, orderly, and safe flow into the treasury of funds derived from all sales. The President may at his/her discretion, assign other duties of financial control to the Chairperson of the Budget and Management Program. He/She shall assist the President in outlining the Year's activities program, coordinating it with the unfinished business of proceeding year.

2. CHARITABLE DRIVES

With representatives of management, holds position on Bonneville Power Administration Charitable Drives Committee representing the Associates.

3. SCHOLARSHIP FUND*

The Chairperson of the committee is administrator of the Associates' Scholarship Fund.

4. HISTORIAN

The Historian, appointed by the President, shall assemble factual information which he/she shall gather during the year from the Governing Body and Chapters on the activities and accomplishments of the Associates, and shall present such a report at the annual meeting for the installation of officers. In addition, the Historian shall be responsible for compiling and binding the annual history of the Associates for permanent record.

*Refers to College Scholarship Committee; predates 1991 establishment of Child Care Scholarship Committee

5. LEGAL ADVISOR

Renders service on legal programs. Assists in preparing necessary documents.

6. PARLIAMENTARIAN

Advises Governing Body on parliamentary matters.

7. MEDICAL EQUIPMENT CUSTODIAN

Responsible for the care, maintenance, and protection of the medical equipment as directed by the Caring and Sharing Advisor.

ITEM 5

CHAPTERS

The Governing Body may authorize the formation of chapters of the Associates in outlying areas, which shall be established and operated in conformity with the Articles of Incorporation, Associates' Constitution, and Bylaws of the parent organization with such local autonomy as may be in the best interests of the chapter's organizational function and membership. The Vice-president of the Associates parent organization (in Portland, Oregon) serves as liaison with the Chapters. Chapter formation and operation shall be subject to the following regulations:

1. FORMATION

Any group of twenty-five (25) or more members of the Associates in a location not readily accessible to the Portland-Vancouver area may petition the Governing Body for authority to form a Chapter, stating the reason for such request and outlining the territory to be included in the proposed Chapter area. If there is a Chapter in existence in that area, a petition for a new Chapter will not be considered or approved. Upon receipt of a petition to form a Chapter, the President shall direct the Chapter Representative to survey the situation and report to the Governing Body. In the event the Governing Body approves the petition, it shall direct the President to issue a charter granting Chapter status to the petitioners. If the Governing Body disapproves such petition, it shall be the duty of the President to inform the petitioners fully of the reasons therefore.

2. OFFICERS

There shall be a President, Vice-president, Secretary, and a Treasurer elected by the members. In chapter areas where the grouping of members and the distances make it advantageous, the chapter may also adopt the plan used by the parent organization of governor representation by designated districts or groups. These offices (and governors where necessary) shall be known as the Governing Body and shall have full authority to conduct the affairs to the Chapter within the regulations set forth in the Associates' Constitution and these Bylaws. A majority of the Governing Body shall constitute a quorum.

3. GENERAL AND SPECIAL COMMITTEES

The President with the advice and consent of the Governing Body of the Chapter shall appoint such regular or standing committees for the major activities of the Chapter, such as Caring and Sharing, Membership, Member and Public Relations, as may be deemed advantageous in carrying out the program of the Chapter, and such special committees as may be needed from time to time, and shall define their duties and responsibilities.

4. MEMBERSHIP BENEFITS

The benefits to be derived from the Parent organization by virtue of membership in the chapter are listed below:

a. Caring and Sharing Presentations

One half of the cost (subject to a unit maximum set by the parent Executive Committee) of floral pieces, flowers, and plants sent by the Chapter to its members for caring and sharing (welfare) purposes shall be borne by the treasury of the parent organization, such allocation to be in accordance with the standing rule on Caring and Sharing, item 9(c) above.

b. Medical Equipment Loans

The Associates shall endeavor to have medical equipment such as wheel chairs and other helpful appliances available for members' use. This equipment is available to check-out on a first-come, first-served temporary basis. Eligibility is for members and those who reside in the same household and members parents. "Temporary basis" is defined as up to four weeks per checkout. After the four week checkout period has expired, the equipment must be

returned to the Associates, for the use of other members who may have requested it. If, at this time, the equipment has not been reserved by another member, then it may be checked-out for another one month period.

For use of any electrically operated medical equipment the Associates own or may obtain in the future, a monthly operation and maintenance fee of \$30.00 a month or \$1.00 a day will be charged. This fee is to help recover costs of expendables such as batteries and maintenance fees. The one month check-out rule applies to electrically operated medical equipment as well. Upon check-out of equipment, full payment of \$30 will be payable to the Associates Treasurer. The fee will be due at the beginning of any additional check-out periods. For usage of less than a month, refunds will be provided at the \$1/day rate.

c. Watts News

Each Chapter member shall be sent a copy of each issue.

d. Direct Grants

Members may be granted monetary gifts in major cases of need of an emergency or catastrophic nature. It shall be the Chapter Caring and Sharing Chairperson's responsibility to investigate the need and present his/her findings to the Associates' Caring and Sharing Chairperson for submission to the Executive Committee for decision.

e. Special Purpose

The Chapter may request grants of funds from the Governing Body in cases of special need or purpose. Such a request must be accompanied by a statement showing the need, be recommended by the Chapter representative and approved by the Board of Governors of the parent organization.

5. FINANCES

Three-fourths (3/4) of the membership dues collected in accordance with Section 6 of this Article shall be paid to the Chapter treasury. The remaining one-fourth of the dues collected from members whose official duty station is in the chapter area shall be forwarded promptly to the Associates' Membership Chairperson with member's name, address, membership number, and such other information as may be pertinent. Each Chapter should devise ways of raising revenues.

6. MEETINGS

The President shall call general membership meetings as directed by the Governing Body or on his/her own initiative, he/she shall determine the most convenient time and place for the majority of the membership and shall direct the Secretary to send meeting in ample time for attendance by the members. Governing Body meetings should be regularly scheduled, preferably once a month, with the right of the President or fifteen percent (15 percent) of the members of the Governing Body to call a special meeting.

7. VACANCIES

In the event of a vacancy in a Chapter office from any cause it shall be the duty of the Governing Body of that Chapter to make necessary interim appointment at as early a date as possible, such appointee to hold office until the next annual election. The Chapter Representative shall be notified immediately of such appointment.

8. CHAPTER POLICY

Any questions of policy for the conduct of Chapter operations not specifically stated herein shall be determined on the basis of general policy outlined in the Articles of Incorporation and the Associates' Constitution. Each Chapter shall send a written annual report of its activities, including finances, to the Associates' Historian.

(end)

THE ASSOCIATES FOUNDATION

Officers:

President	Cherie Long	PSM	230-3461
Vice-president	Grace Gates	TSP-MODW	(360) 418-2379
Secretary			
Treasurer	Karen Graves-Pyrch	CLC-2	230-3194
Director	Deb Maria	PGGC-5	230-7582

Associates Foundation: Is a public benefit corporation organized for charitable and educational purposes under Section 501(c)(3) of the Internal Revenue Code. It is governed by a Board of Directors. Each Director represents one of the programs.

Funding for the Foundation is donations from various sources, primarily from Associates members. Examples of fundraising include direct donations; auction of goods and services; and periodic small fundraising events such as selling puppets/toys, cut flowers, and candy. Obtaining grants may be pursued. Funds donated to or designated for a particular Program shall only be used for that Program. Each Director for a Program is responsible for the planning, execution, and fundraising of that Program.

The Foundation's charter covers three specific programs and one general effort.

Child Care Scholarship Fund--provides tuition assistance to eligible, lower-income families who have children enrolled at the on-site child care center serving families that work in the federal complex near Lloyd Center.

Don Ruff	BPA-TNF-3	230-5717
Cherilyn Harris	BPA-CRM-2	230-3547

In 1991, the Child Care Scholarship Committee (CCSC) joined the **Associates**. This group funds its own activities. Successful fund-raisers include sales of goods and services such as puppets, fresh flowers, holiday wreaths, raffle tickets, and beverages and children's snacks at the **Associates' Picnic**. CCSC's goal is to subsidize the cost of quality, on-site child care for children of lower-income Federal employees. CCSC plans to continue supporting its current scholarship and, if funds allow, add other families who meet established criteria about financial need to the program.

Energizing the Community--conducts fundraising to support various nonprofit charities.

Cherie Long	BPA-PSM-5	230-3461
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Energizing the Community is an independent, fund-raising group of BPA employees who operate under the auspices of the **Associates Foundation**. BPA employees select one nonprofit, charitable agency each year to benefit from the Energizing fund-raising events the employees hold during the year. Over \$100,000 has been raised in the past nine years by such activities as tulip, balloon, and T-shirt sales and by auctions of donated goods and services. BPA employees and all **Associates** are encouraged to volunteer for the many committees necessary to make this a fun event and to participate in the fundraising activities.

College Scholarship Fund--provides college or trade school scholarships to children of members (included deceased members) of the Associates; and, lacking sufficient qualified children, to members themselves.

Ruth Bennett PS-6 230-7640

For many decades, the **Associates** has awarded scholarships for higher educational pursuits by children of **Associates'** members. The College Scholarship Committee invites students to apply in late winter each year. Criteria for the awards are explained in the application package. Applications are reviewed by an outside panel of impartial judges, usually educators. Awards of usually \$750 to \$1,000 are announced by late summer for the upcoming (September - June) school year. Awards are based on academic achievement, professional promise, and financial need. During 1993, seven scholarships were presented, totaling \$6,250.

Other Charitable Activities--forms a vehicle to provide support for victims of natural catastrophes; public education; homeless and other needy persons; battered children and spouses; disadvantaged youth; and others similarly in need whom the members may from time to time want to support.

The Associates Board of Governors is briefed periodically on the Associates Foundation. Support from BPA's CEO Randy Hardy and BPA's former Administrator Jim Jura authorized BPA's Office of General Counsel to help us seek the 501(c)(3) status. A private attorney experienced in this field has also helped us without charge. Our application was submitted to the IRS in August 1994.

For the good of our community, to enable our philanthropic spirits to soar, to enhance the service side of the Associates, and for tax-deductibility of your donations. You may even see us listed in a future Combined Federal Campaign brochure!

The Foundation's Bylaws are available for your review. Please contact the Foundation President Cherie Long at 503-230-3461 if you would like a copy.